



Tenders are hereby invited to render the following services

## **PURCHASE AND DELIVERY OF FURNITURE- SENQU MUNICIPALITY**

### **NOTICE No: 18/2018**

Completed tender documents must be in a sealed enveloped endorsed with the name, **"PURCHASE AND DELIVERY OF FURNITURE-SENQU MUNICIPALITY"-Notice No 18/2018** and must be deposited in the Tender Box at the Senqu Local Municipality Offices, Lady Grey not later than **12h00, 23 February 2018 Friday** when tenders will be open in public.

Enquiries should be addressed to **Mrs N Bothman** on **051 603 1349**.

The Senqu Municipality Supply Chain Management Policy as well as the following conditions shall apply:

- Canvassing of municipal staff or councillors will automatically disqualify any tender
- The tender should be bound with own documents and all SCM documents and tender advertisement.
- The tender should be bound with the tender bidding checklist as the first page of the document with the completed page numbers.
- The tenderer must submit a copy of the Central Supplier Database registration form.
- A current Tender Tax Clearance Certificate (original) must be supplied with the tender or the SARS PIN number or else the tender will not be considered.
- All prices must include VAT.
- The municipal rates and taxes or municipal charges owed by the preferred bidder or any of its directors, to the municipality or municipal entity, or to any other municipality or its entity must not be in arrears for more than three months. Proof must be submitted in the form of a recent municipal account or letter of good standing.
- If a municipal account is not available, a copy of the lease contract with the confirmation from the owner of the property that confirms in writing that the rental is paid up to date or a letter from the Councillor or Headman confirming that the bidder does not pay any rates or taxes.
- The successful bidder will be required to register on the Senqu Municipality database.

- Prices must be valid for a minimum period of 120 days.
- The tenders will be evaluated on the 80/20 preference points system as prescribed in the PPPFA; these documents will be available on the Senqu Municipality website- [www.senqu.gov.za](http://www.senqu.gov.za)
- Preferential Procurement Regulation 2017 (B-BBEE) principles will apply, whereby a tenderer's submission will be evaluated according to the sum of the Award of Points in respect of the tender value and the status of the enterprise
  - ▣ Adjudication criteria are as follows:
    - ▣ 80 Points for Price
    - ▣ 20 Points for B-BBEE status level of Contribution

Points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contribution	Number of Points (80/20 System)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

- The Senqu Municipality does not bind itself to accept the lowest or any other bid and reserves the right to accept the whole or part of any bid.
- No emailed or faxed documents will be accepted.
- It is the responsibility of the Tenderer to ensure that tenders sent via courier is placed in the Tender Box at the advertised date and time.
- Submission of an original B-BBEE Verification Certificate or certified copy.
- A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE status Verification Certificate with the tender.
- **A consolidated Tax Clearance and bank account will be required if the winning bidder is a joint venture before any payments will be made.**
- The successful tenderer will be required to enter into a Service Level Agreement.
- Bids which are late, incomplete, unsigned will not be accepted including couriered documents
- The following Municipal Bid Documents are compulsory documents and must be included in the tender document:
  - Advertisement (This document)
  - Specification (Terms of reference)
  - MBD 1 (Invitation to bid)
  - MBD 3.3 (Pricing Schedule)
  - MBD 4 (Declaration of Interest) If declared in service of the State please provide full details and reference letters
  - MBD 6.1 (Preference points claim form) Attach the valid B-BBEE certificate

- MBD 6.2 (Local content of 85% - attach a letter of confirmation of the local content.)
- MBD 8 (Declaration of Bidder's past supply chain management practices)
- MBD 9 (Certificate of independent bid determination)
- **Failure to complete all supplementary information and the RETURNABLE SCHEDULES including requested MBD Forms, the specifications ticked and signed off not completed in full and not signed will result in the tender being disqualified.**
- The municipality reserves the right to request minor documents from responsive bidders which will not have an impact on the final award of the tender.

All documents are available on the Senqu Municipality website- [www.senqu.gov.za](http://www.senqu.gov.za)

**M.M Yawa**

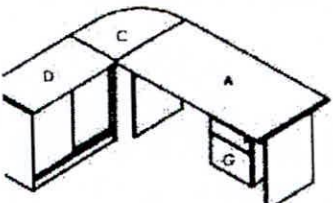
**Municipal Manager**  
**02/02/2018**





# TENDER NOTICE NO:18/2018

SPECIFICATIONS FOR THE PURCHASE AND DELIVERY OF FURNITURE TO BE DELIVERED TO LADY GREY.

Description	Unit price	Total
<b>Pedestal desk 800 x 600 Desk height (D) lockable</b> 4 x standard draws, Steel runners, 3 x steel pole legs –C silver, 1 x wooden modesty panel with 2 lockable draws (A)– 32 cm thick top, Oak melamine 		
Pedestal desk 800 x 600 Desk height lockable 4 x standard drawers on steel runners.		
Silver steel frame, no armrest, Black bound leather chair		
900h x 900w x 450d Steel Stationary Cupboard, 2 Doors with 3 adjustable shelves, Ivory powder coated.		
Silver steel frame high back, with armrest, Black bound leather chair with wheels and gas filled		
Visitors chairs with armrests and sleigh based frame bound in material		
High back Conference room chairs with armrests bound in material and with washable headrest material covers		
Boardroom table 2000w x 1200d – seating 6 people, should be barrel shaped, panel legs 32mm thick top and should be mahogany veneer		
Chair with chrome tube sleigh base frame in black bound leather		
Visitors chairs black tube sleigh base frame in black bound leather		
Round silver metal office waste bins. Minimum 2 litre		
5 litre blue square plastic waste bin		
Weather resistant wrought iron chair with mesh seat and back		
1060mm round wrought-iron table with mesh top		

Round boardroom Mahogany table 1200mm																
Filing shelves for a desk																
2 tier silver metal desk letter trays																
Silver metal pen holders																
Silver metal desktop paper holder																
Whiteboard Magnetic 1200mm Wx900 mm H (Concealed mounting with slide in aluminium pen tray, anodised aluminium frame)																
Felt covered pin board with aluminium frame 600 mm X 450 mm																
Stainless steel Urn– 16 litres																
67 litre Bar Fridge – Silver Colour																
28 litre Digital Microwave Oven Silver																
Steel Trolley with wheels –  1 m length and 70 cm wide, with sides that can open																
Steel removal trolley with wheels and a nose that folds for storage with a minimum working load of 225 kg																
4 Drawer filing cabinet 1320mm(h) x 470mm(Wide) x 630mm(D) with handrails and central locking. Weight 45.2kg - Ivory powder coated. STS boxes must fit.																
Steel open frame with 5 shelves – 1900mm Height – 900 Wide 1200mm length																
Steel open frame with 3 shelves – 1900mm Height – 6000mm Wide - 3 metre length																
One Freestanding water dispenser.  <b>Standard features</b> <ul style="list-style-type: none"><li>• Self Filling with a water connection</li><li>• Instant Hot, Cold and Room temperature water.</li><li>• Safety mechanism on hot water to prevent accidents</li></ul> <b>Specifications</b> <table><tr><td>Dimensions: cm</td><td>38 X 40 X 105</td></tr><tr><td>Weight</td><td>19kg</td></tr><tr><td>Chilling Type:</td><td>Compressor</td></tr><tr><td>Temperature:</td><td>&gt;85°C Hot</td></tr><tr><td>Storage Capacity</td><td>3.0 Litres Hot Water Tank 4.0 Litres Cold Water Tank 7.0 Litres Total Storage</td></tr><tr><td>Chilling Capacity</td><td>±20 Litres per hour</td></tr><tr><td>Heating Capacity</td><td>±10 Litres per hour</td></tr></table>	Dimensions: cm	38 X 40 X 105	Weight	19kg	Chilling Type:	Compressor	Temperature:	>85°C Hot	Storage Capacity	3.0 Litres Hot Water Tank 4.0 Litres Cold Water Tank 7.0 Litres Total Storage	Chilling Capacity	±20 Litres per hour	Heating Capacity	±10 Litres per hour		
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Power Consumption	100W Cold 350 W Hot		
Refrigerant	R134a 32 mg 220 Volts		
2 door lockable wooden cupboard with 2 adjustable shelves – 900mm(h) x 450(l) and 450(w) – oak colour			
Gripper Carpet Protector 3 feet wide Heavy Duty Carpet Protection Mat			
2 door wooden cupboard with 2 adjustable shelves – 900mm(h) x 450 (l) and 450(w) – mahogany colour			
Electric page binding machines . Minimum 30 pages			
Electric glue page binding machine. Minimum 100 pages.			
Coat stand with hooks			
White standing electric convector heater 2kw with adjustable thermostat and overheat safety cut out feature			
White 40 cm electric pedestal fans with 3 speeds, oscillating head, adjustable neck and safety guard			
<b>TOTAL</b>			

- All information must be regarded as strictly confidential and shall only be communicated to the appointed contact person of the Municipality.
- All items to be supplied must have photographs attached.
- Please note if you are a Supplier you need to add a letter from the Manufacturer to confirm local content.
- Senqu Municipality will identify the quantity as per the unit price tendered. (This tender price can be more than one to be purchased)
- Pricing must include delivery and assembling to Murray street, Lady Grey 9755

